

## Children's Habilitation Intervention Services (CHIS) Independent Intervention Specialist and Intervention Professional PROVIDER ENROLLMENT INSTRUCTIONS

CHIS provider enrollment is completed and monitored by the Children's Developmental Disabilities Program under Family and Community Services (FACS). To process your application, you must follow the steps below.

### Enrollment to become an Independent CHIS provider is a multi-step process:

1. Complete an Idaho Department of Health and Welfare (DHW) criminal history check, or Idaho State Police (ISP) name check when applicable. Don't delay. This must be completed before you enroll. If you need an ISP check, you can complete your Idaho Gainwell Technologies (GWT) enrollment at the same time.
2. Complete CPR and First-Aid Certification.
3. Obtain General Liability Insurance.
4. Obtain a National Provider Identifier (NPI).
5. Complete the online Medicaid Provider Enrollment Application. To enroll as an Independent CHIS provider, select "DD Child Independent Therapeutic Consultation" as the provider specialty. GWT will review for completeness and then forward to DHW FACS.
6. Submit Education/Experience/Competency Training to DHW FACS. DHW FACS will review the application for provider qualifications and send email requesting additional information or verifying approval of enrollment.
7. Register as a provider with Telligen.

**Carefully follow all steps of the process to assure your enrollment is expedited.**

### Step 1 – Complete an Idaho DHW Criminal History Check

Each applicant must show clearance of a criminal history check through the DHW Criminal History Unit.

The employer identification number to use to apply is **6255**. For more information on how to complete a criminal history check, go to the website: <https://chu.dhw.idaho.gov> or call (208) 332-7990 or toll free at 1 (800) 340-1246.

- **If you have an Idaho DHW criminal history check and it is less than three years old**, you may be able to transfer it in lieu of completing a new one. In these cases, the state name check form is available on the Criminal History Unit's website. Once you access your criminal history and determine it is within the three-year period, you can attach your criminal history to our program by completing a state name check. The applicant must complete the top section of the Idaho State Police name check application and complete the payment information on the form or include a money order (**no personal checks**) for \$20.00 made out to **Idaho State Police**.

**If you need an Idaho State Police check you can complete your GWT enrollment at same time.**

- ❖ **Send the application and money order to:**

Idaho Department of Health and Welfare  
FACS DD Program  
PO Box 83720 (PTC 5<sup>th</sup> Floor)  
Boise, Idaho 83720

- ❖ **DHW will complete the bottom portion of the application and submit to the Idaho State Police with the money order.** All other forms of payment will not be processed.

- **If you have not completed a criminal history check or your criminal history check is over three years old, go to the website at <https://chu.dhw.idaho.gov> to start your criminal check process.**
  - ❖ **Do not proceed until you review the FAQ's tab** for important information about the process. After reviewing the FAQ's, go to the New Applicant or Log into your background check account tab.
  - ❖ For the purposes of the Children's Developmental Disabilities Program, the application should be completed with the following information:
    - Register as an applicant - **Select Applicant.**
    - Use the employer number assigned by the Department (**it is not your tax ID#**) - Enter **6255** and click **"Add to List."**
    - Check the type of service - **Home and Community Based Services (HCBS) – Children and click "Next."**
  - ❖ Submit the criminal history check application.
  - ❖ Schedule a fingerprinting appointment immediately after submitting the application. After submitting your application, the buttons at the bottom of your last page will give you the option of choosing to schedule your fingerprinting appointment at a DHW location or mailing in your fingerprints and application.
    - If you have difficulties scheduling an appointment, contact the Central Criminal History Unit toll free number at 1-800-340-1246 for assistance. If you schedule a fingerprinting appointment immediately, the criminal history check process does not typically take longer than 45 days.
  - ❖ To avoid a delay in your provider application, **do not** submit your Medicaid Provider Enrollment Application until your DHW criminal history check is completed and/or you have a copy. Your Idaho State Police check will not hold up your enrollment.
    - Your criminal history check is completed when you receive notification from the Criminal History Unit that you have cleared.
    - Print your **Notice of Clearance** from the Criminal History Unit website and include it with your Medicaid provider application. Your Notice of Clearance **will not be mailed to you.**

## Step 2 – Must Have Record of Current CPR and First-Aid Certification

Applicant must have a current CPR and First-Aid Certification at the time of enrollment. Documentation must be submitted to DHW FACS as outlined in **Step 6 below**.

## Step 3 – Obtain General Liability Insurance

Applicant must obtain and maintain **general liability insurance**. Documentation will need to be submitted to GWT with the Online Medicaid Provider Enrollment Application as outlined in **Step 5 below**. Professional liability does not meet the general liability requirement.

- What is the difference between general and professional liability insurance?
  - ❖ **General liability** protects against physical injury to people or damage to property arising from daily operations. For example, a customer who falls through a board on their newly built deck could sue the hired contractor for faulty workmanship and bodily injury.
  - ❖ **Professional liability** covers negligence related to professional services or advice. It's generally related to financial loss vs physical injury or damages. For example, a consultant could face a lawsuit for providing bad advice that resulted in financial loss to their client. No one was injured, and no property was damaged, like in a general liability claim.

## Step 4 – Obtain a National Provider Identifier (NPI)

A National Provider Identifier (NPI) is required for providers to enroll. Please complete the application at the following link: <https://nppes.cms.hhs.gov/#/>. If you are unsure of the taxonomy code, you may use Taxonomy code 106S00000X.

## Step 5 – Complete the Online Medicaid Provider Enrollment Application

- Complete Trading Partner Account (TPA) registration. See the [TPA Provider Not Yet Enrolled Registration Guide for State of Idaho MMIS](#) for detailed TPA registration instructions.
- **Register and sign into the Idaho GWT Medicaid website** at [www.idmedicaid.com](http://www.idmedicaid.com). Once you are signed in, **hover over the Account Maintenance tab and select Provider Enrollment.**
- Refer to the **User Guide** at <https://www.idmedicaid.com/User%20Guides/Forms/AllItems.aspx> for step-by-step instructions. For instructions **click “New Provider Enrollment Guide – Individual.”**
- **Click New Provider Enrollment Application.**
- Fill in all required fields. When the application asks for information regarding a business, this information is your personal information such as address and phone, etc. Independent enrollees may not enroll as an agency business.

### HERE ARE SOME TIPS:

Application Questions:	Select in Drop Down Menu:
Business Enumeration Type	Atypical Provider without NPI
Business Enrollment Type	Individual
Tax ID Type	SSN/FEIN
Provider Type	Behavioral Health & Social Services
Provider Specialty	DD Child Independent Therapeutic Consultation
Population Served	Children <b>0 to 21</b> years old

**\*\*By enrolling as an Independent provider, you understand and agree that by direct receipt of the funds, you are assuming potential tax and employer responsibilities that may include, but are not limited to, worker’s compensation, employee withholding, unemployment insurance, and liability insurance.**

- Complete all required documentation displayed at the end of the Medicaid Provider Enrollment Application. Some of the required documents may be signed electronically, and others require downloading, signing and uploading the signed copy to the section at the end of the Medicaid Provider Enrollment Application. The required documentation includes the following:
  - ❖ Medicaid Provider Agreement
  - ❖ W9
  - ❖ EFT Agreement
  - ❖ Criminal History Check Notice of Clearance, and
  - ❖ Proof of General Liability Insurance.
- **Click *Submit*.** The system will respond with a case number. Use this case number whenever you contact GWT or DHW about your application. **If the online Enrollment Application is incomplete or updates are necessary, you will receive an email indicating the items that are incomplete within 3-5 business days from the submission. You will then submit missing information or updates through the Provider Enrollment Application.**
  - ❖ Note – If an Online Enrollment Application is started, but not submitted, the online Enrollment Application will expire in 14 calendar days and the enrollee will have to redo the entire online Enrollment Application at that point.

## Step 6 – Submit Education/Experience/Competency Training to DHW FACS for Review

Email the following education, experience, competency, and training documentation to DHW FACS at [facstdco@dhw.idaho.gov](mailto:facstdco@dhw.idaho.gov) for Department review:

- CPR/First Aid Certification
- Degree and experience, and
  - ❖ Intervention Specialist
    - Diploma/Transcript showing bachelor's degree in a human services field or bachelor's degree in any field with 24 semester credits in a human services field, **and**
    - Documentation outlining 1040 hours of supervised experience with individuals birth to twenty-one who demonstrate functional or behavioral needs, **and**
    - For intervention specialists who complete assessments must have a minimum of ten (10) hours of documented training and five (5) hours of supervised experience in designing comprehensive assessments and implementation plans for individuals with functional or behavioral needs.
  - ❖ Intervention Professional
    - Diploma/Transcript showing master's degree in psychology, education, or applied behavior analysis or master's degree in any field with one thousand, five hundred (1500) hours of relevant coursework or training or both in specific content areas, **and**
    - Documentation outlining one thousand, twelve hundred (1,200) hours of relevant experience in designing and implementing comprehensive behavioral therapies for children with functional or behavioral needs.
  - ❖ EBM Intervention Specialist
    - Diploma/Transcript showing bachelor's degree, **and**
    - Bachelor-level EBM certification or credential.
  - ❖ EBM Intervention Professional
    - Diploma/Transcript showing master's degree, **and**
    - Master-level EBM certification or credential.
- Competency
  - ❖ Intervention Specialist Only
    - Habilitative Intervention Certificate of Completion issued by DHW with an expiration date of July 1, 2019 or later, **or**
    - Competency Checklist completed by a DDA or Independent Provider, **or**
    - Documentation of 40-hour ABA (Registered Behavior Technician-RBT) training by an individual who is certified or credentialed to deliver the training.

Note: If Idaho State Police name check was required, enrollment will be held until the Idaho State Police name check is received by FACS.

**If the application is incomplete, you will receive an email indicating the items that are incomplete within 3-5 business days from the submission.** The application will not be processed if all the required documentation is not included.

When review is completed and approved, an approval email will be sent outlining things you should know. Prior to rendering services, ensure you review the following Medicaid Guidelines.

**Medicaid Guidelines**

Guidelines	Description
Provider Handbook	The <a href="#">Intervention Provider Handbook</a> is available to view on the <a href="#">Children’s DD Provider website for Independent Providers</a> .
Rules	<p>Rule requirements for CHIS are located in <a href="#">IDAPA 16.03.09</a>. <a href="#">Procedure codes and rates for Children’s Independent Providers</a> are located in the Provider Reimbursement Rates folder under “<a href="#">View all fee schedules</a>” on the <a href="#">Information for Medicaid Providers website</a>.</p> <p>Independent providers must:</p> <ul style="list-style-type: none"> <li>➤ Follow all requirements as defined in IDAPA 16.03.09.570-577 “Children’s Habilitation Intervention Services” as applicable.</li> <li>➤ Be supervised as outlined in IDAPA 16.03.09.574.04 if they hold a bachelor’s degree.</li> <li>➤ Have program documentation for each visit made for service made or service provided to the individual. This documentation must also be maintained by the provider in accordance with IDAPA 16.05.07.101.01.</li> </ul>
Website	Provider service information is located on the <a href="#">HCBS Children’s DD Provider website for Independent Providers</a> .

If you have any questions regarding this application process, please contact FACS Children’s DD Program at 208-334-5512 or [facsddco@dhw.idaho.gov](mailto:facsddco@dhw.idaho.gov). You may also contact Rebecca Ward directly at 208-334-5701 or [rebecca.ward@dhw.idaho.gov](mailto:rebecca.ward@dhw.idaho.gov).

**Step 7 – Register as a Provider with Telligen**

All CHIS require prior authorization through the Telligen Provider Portal.

- Provider Portal Training and registration packet can be downloaded from their website at <http://idmedicaid.telligen.com/education-training>.

**STOP: You cannot deliver services until ALL the following are completed:**

- **Receive DHW FACS approval email,**
- **Receive GWT approval letter via email, and**
- **Receive prior authorization for services.**

The Medicaid Enrollment process is not complete until you receive an approval email from DHW FACS outlining your requirement references and billing information **and** an approval letter via email from GWT with further instructions to associate your Trading Partner Account to your provider record.

If a parent has requested that you provide the service before you have completed all of the requirements listed above, please contact the supervisor in your area from the following list (note each include surrounding areas):

North Hub: CDA/Lewiston  
 West Hub: Boise/Nampa/Caldwell Mountain Home  
 East Hub: Twin Falls/Pocatello/Idaho Falls/Salmon

Katie Rigoli: 208-665-8975  
 Sarah Allen: 208-334-0970  
 Heidi Napier: 208-234-7945